

State of California
DUTY STATEMENT

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division Department of State Hospitals - Metropolitan		
Position No / Agency-Unit-Class-Serial 487-		Unit Administration - Rehabilitation Therapy Services		
Class Title Program Director - Chief of Rehabilitation Therapy Services		Location Administration - Rehabilitation Therapy Services		
SUBJECT TO CONFLICT OF INTEREST CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID M18	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Program Director - Chief of Rehabilitation Therapy Services, under the supervision and general direction of the Clinical Administrator, is delegated the authority and responsibility for the overall coordination of the Rehabilitation Therapy Services Department including art therapy, dance/movement therapy, music therapy, occupational therapy, and recreation therapy programs. Works with the Clinical Administrator, Program Directors and other Service Chiefs in evaluating the effectiveness of the Rehabilitation Therapy Department and other services rendered in the health facility. Subject to the rules of the Department of State Hospitals and other State and Federal agencies. The Chief is responsible for the clinical definition, direction, and evaluation of the clinical specialties; assuring adherence to discipline specific standards of practice; provides for clinical supervision and administrative supervision (within the matrix system), and training of discipline personnel; develops quality improvement and monitoring systems for the clinical specialty; provides input to the annual performance evaluation for members of the clinical specialty; and participates in policy formulation and development. Ensures activities and objectives are consistent with the mission, vision and values of the hospital.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45 %	<u>ESSENTIAL FUNCTIONS</u> PERSONNEL MANAGEMENT AND SUPERVISION <ul style="list-style-type: none"> Provide supervision and oversight of assigned staff in the Department of Rehabilitation Therapy, including Supervising Rehabilitation Therapist, Internship Coordinators, and Rehabilitation Therapists.

- Assist with the coordination of Rehabilitation Therapy and other services and activities with those of other clinical specialties, such as nursing, psychology, psychiatry, social work, and other ancillary staff.
- Ensure an ongoing competency assessment of the services of the disciplines in the department based on standards of practice.
- Oversee and may provide orientation to new department employees.
- Monitor adherence to Department of Rehabilitation Therapy policies.
- Monitor staff performance and provide corrective and progressive disciplinary procedures as required.
- Study and evaluate rehabilitation therapy and other services aspects of treatment programs for quality of services and conformance with hospital and other regulatory requirements.
- Review performance data and provide feedback and mentoring to staff, including corrective action plans as necessary, to address any deficiencies.

25 %

CLINICAL SERVICES

- Provide direct observation and consultation to the Clinical Administrator, treatment staff, and programs throughout the hospital regarding program planning and evaluation.
- Advise the Clinical Administrator and recommend new or revised policies and standards, and recommend priorities for the provision of rehabilitation therapy and other services.
- Provide input to the Clinical Administrator concerning clinical aspects of treatment.
- Ensure that quality Rehabilitation Therapy Services, treatment and care are delivered in a safe environment for staff and patients while maintaining responsible stewardship and excellence in forensic evaluation and treatment.
- Prepare discipline-specific compliance and monitoring reports, and reports to the Governing Body.
- May prepare or review and analyze statistical information and reports as they pertain to rehabilitation therapy and other services and Key Indicators. Recommends and implements appropriate actions.

25 %

ADMINISTRATION AND TRAINING

- Consult with Human Resources on identification of vacant department of Rehabilitation Therapy positions, and may direct or participate in appropriate recruitment procedures including examination and hiring processes.
- Assignment of department of Rehabilitation Therapy employees to programs in conjunction with program management.
- Oversee Rehabilitation Therapy and other services committees and approve their actions.
- May develop or direct development of hospital-wide job descriptions and in collaboration with program directors, specific job descriptions that are appropriate to individual programs or units.
- Prepare reports and correspondence.

5%

MARGINAL FUNCTIONS

- Represent the department of Rehabilitation Therapy at various hospital meetings and hospital and state committees.
- Contact outside agencies, other state hospitals, vendors, universities, etc.

Other
Information

- All other duties and special projects as assigned consistent with this classification

SUPERVISION RECEIVED

- Under the general direction of the Clinical Administrator.

SUPERVISION EXERCISED

- Supervise, both clinically and administratively, the Supervising Rehabilitation Therapists. May indirectly supervise and provide direction to all department of Rehabilitation Therapy employees.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: State and federal regulatory agencies and accrediting bodies including Joint Commission, California Code of Regulations, Title 9, Title 15, Title 22, and the Center for Medicaid Services, and facility specific Administrative Directives. Methods and techniques of effective leadership including effective communication and personnel management; organizational functions; discipline-specific, hospital standards and professional standards.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex supervisory problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare reports, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team leader and appear before management and other committees.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Security and Contraband
- Maslow's Hierarchy
- Social Learning Theory
- Experiential Learning Model
- Cognitive Behavior Therapy
- Dialectical Behavior Therapy
- Person-centered Care
- Positive Psychology
- Trauma Informed Care
- PC 1370 Pathway
- Forensic Mental Health
- Geropsychiatric Care
- Discharge Readiness
- Others as indicated

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Demonstrates knowledge of Key Indicators related to Rehabilitation Therapy and other services and the ability to analyze monitoring data to enhance the mental health services provided.

LICENSE OR CERTIFICATION - Maintain a license, credential, or required registration pertinent to their classification on a current basis.

TRAINING - Training Category =

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation and hospital annual update.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
 - Maintain a professional appearance.
 - Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public.
 - Comply with hospital policies and procedures.
-

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
